



Department of Managed Health Care

JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: February 9, 2001

CLASSIFICATION: Office Technician (Typing)
1 Position Permanent, Full - Time

FINAL FILE DATE: February 23, 2001 or Until Filled

SALARY: \$2348 - \$2855 per month

LOCATION: Office of Health Plan Oversight,
Division of Licensing, 980 9th Street, Sacramento

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Supervising Counsel, the incumbent performs a variety of duties including logging incoming health care service plan filings in an Excel database for use by fifteen attorneys, revising the database as needed; mailing and distributing filings to appropriate staff members located in Los Angeles, Sacramento, and San Francisco offices; generating periodic reports for management and performing other duties as assigned.

DESIRABLE QUALIFICATIONS:

- ✓ Ability to organize and establish workload priorities simultaneously and work under pressure.
- ✓ Exercise a high degree of initiative and flexibility.
- ✓ Ability to work cooperatively and effectively with others.
- ✓ Ability to effectively communicate, both orally and in writing.
- ✓ Dependable, punctual, excellent attendance.
- ✓ Knowledgeable of modern office methods and equipment and experience with personal computers with knowledge of Microsoft Word, Excel, etc.

WHO MAY APPLY: State employees who are currently in the above classification, have list eligibility for appointment, or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Brian Bartow at (916) 323-0416 or CALNET 8-473-0416. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW (please include your social security number for eligibility verification and indicate the RPA # 00-133 under the job title).**

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Division of Licensing – Rosemary Stuart
980 9th Street, Suite 500
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

RPA 00-133 MU

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.